



STATE OF ALABAMA

DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 10-X-2211108

REQ. AGENCY : 048000
FORENSIC SCIENCES
AGENCY REQ. NO. :
T-NUMBER : TA059
DATE ISSUED : 09/24/09
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1427262
BUYER NAME : BERNIE ARANT

FOR: 050109-MEDICAL TESTS

BUYER PHONE NO. : (334) 242-4201-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 10/14/09 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 10/15/09 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE
ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

COURIER

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO
REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

_____ DAY OF _____

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: _____

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY BUSINESSES IN THE TECHNICAL COMPLETION OF REQUIRED FORMS MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 09/18/09

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

AWARD:

THE AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

FREIGHT:

BID IS F.O.B. DESTINATION. ANY FREIGHT CHARGES MUST BE INCLUDED IN THE BID PRICES.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

NON-APPROPRIATION OF FUNDS:

CONTINUATION OF ANY AGREEMENT BETWEEN THE STATE AND A BIDDER BEYOND A FISCAL YEAR IS CONTINGENT UPON CONTINUED LEGISLATIVE APPROPRIATION OF FUNDS FOR THE PURPOSE OF THIS BID AND ANY RESULTING AGREEMENT. NON-AVAILABILITY OF FUNDS AT ANY TIME SHALL CAUSE ANY AGREEMENT TO BECOME VOID AND UNENFORCEABLE AND NO LIQUIDATED DAMAGES SHALL ACCRUE TO THE STATE AS A RESULT. THE STATE WILL NOT INCUR LIABILITY BEYOND THE PAYMENT OF ACCRUED AGREEMENT PAYMENT.

PRORATION:

ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

PRICE SHEET

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INVITATION TO BID

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW:					
SHIP TO: 048000 / 048M12					
FORENSIC SCIENCES					
SEE BELOW					
*					
*					
* AL 00000					
00001	COMMODITY CODE: 961-48-079062 LABORATORY AND FIELD TESTING SERVICES AS FOLLOWS:	1	LOT		

TO PROVIDE SAMPLE ANALYSIS TESTING FOR
THE ALABAMA DEPARTMENT OF FORENSIC
SCIENCES. SERVICES ARE TO BE BILLED
IN ARREARS.

SHIP TO/BILL TO ADDRESSES LISTED BELOW:

AL DEPT OF FORENSIC SCIENCES
2026 VALLEYDALE ROAD
HOOVER, ALABAMA 35244

AL DEPT OF FORENSIC SCIENCES
2451 FILLINGIM STREET
P O BOX 7925
MOBILE, AL 36617

PLEASE ENTER PER TEST COSTS ON THE
ATTACHED SPECIFICATION SHEETS AND
RETURN WITH THE INVITATION TO BID.

PAGE TOTAL

BID TOTAL

Request for Bid

I. Statement of Purpose

The Alabama Department of Forensic Sciences (ADFS) is seeking analytical toxicology support from a commercial toxicology laboratory capable of conducting forensic analyses of both antemortem and post mortem specimens. The State of Alabama is seeking a contract with a private vendor laboratory for the analysis of forensic toxicology specimens in an effort to reduce the ever increasing backlog of toxicology cases received by ADFS.

This invitation to bid has been issued by the State of Alabama in an effort to obtain requests for proposals (RFPs) from qualified vendor laboratories for the purpose of outsourcing forensic toxicology cases currently located within Alabama.

The period of analysis for these cases by the vendor laboratory shall be twelve (12) months from the date of the award, with an optional renewal period of an additional twelve (12) months at the state's discretion.

Responses to this proposal submitted by vendor laboratories will be evaluated for technical merit in addition to financial viability in an effort to achieve the best value for the State of Alabama.

The laboratory must have the capability to conduct qualitative and quantitative broad-spectrum analyte panels for working entire cases as well as individual analyses of previously-analyzed specimens upon request from any of the ADFS toxicology laboratory Sections. Vendor laboratories will submit cost proposals on a line item per category basis for each of the following categories of analyses to be performed. Analytical capabilities must include the following.

- A. Pricing for Drugs of Abuse Panel to include qualitative and quantitative analyses including confirmation analyses that incorporate mass spectral analysis and identification (e.g. GC/MS, LC/MS, etc.). The scope of substances included in this panel is included in Appendix A. This panel excludes the analysis of ethanol and related volatiles.
- B. Pricing for Comprehensive Drug Panel to include qualitative and quantitative analyses including confirmation analyses that incorporate mass spectral analysis and identification (e.g. GC/MS, LC/MS, etc.). The scope of substances included in this panel is included in Appendix B. This panel excludes the analysis of ethanol and related volatiles.
- C. Pricing for Individual Analytes Upon Request. Individual analytes upon request is defined as quantitative analyses for a specific analyte(s). The scope of substances included in this category is also given in Appendix B. This panel excludes the analysis of ethanol and related volatiles.

The failure of any vendor laboratory to include any information that is requested within this RFP may lead to rejection of the bid for non-responsiveness. By responding to this proposal a vendor laboratory attests that it is capable of beginning work on ADFS cases immediately upon award.

II. Minimum Operational Specifications

The following are the mandatory requirements and operational specifications to be employed by the vendor laboratory regarding the analysis of forensic toxicology specimens:

- A. The vendor laboratory must be accredited by a recognized accrediting body in the analysis of forensic toxicology specimens (e.g. American Society of Crime Laboratory Directors / Laboratory Accreditation Board (ASCLD/LAB), College of American Pathologists (CAP), American Board of Forensic Toxicologists / American Academy of Forensic Sciences / Society of Forensic Toxicologists (ABFT/AAFS/SOFT), etc.), to insure that all toxicology protocols employed by the laboratory comply with standard laboratory practices.
- B. The vendor laboratory must provide a copy of their most recent accreditation certificate in conjunction with the response to this proposal.
- C. The vendor laboratory will not subcontract any part of the forensic toxicology analysis upon any casework that is submitted to the vendor by ADFS.
- D. The vendor laboratory shall provide ADFS approximate numbers forensic toxicology cases analyzed and the documented turn around times (to include "requested" and actual turn-around times) for cases received by the vendor laboratory.
- E. The vendor laboratory must provide documentation on how cases from ADFS will be managed by the vendor with respect to the current workload the vendor may possess from other clients. The response by the vendor shall include monthly case load and turn around time for forensic casework during the previous six month period, and how the vendor laboratory will insure the timely analysis of ADFS samples during the contract period.
- F. The vendor laboratory must be able to provide ADFS with a turn around time of 15 days. The turn around time period shall encompass the date of delivery to the vendor laboratory through the date of reporting to the state.

III. Minimum Technical Specifications

The following are the mandatory requirements and technical specifications to be employed by the vendor laboratory regarding the analysis of forensic toxicology specimens:

- A. The vendor laboratory shall maintain a chain of custody record for each sample submitted by ADFS. Documentation of chain of custody must be in compliance with ADFS protocols. Chain of custody must insure that samples are adequately maintained and handled, and be protected from leakage, contamination and/or deleterious change. Documentation must also include a history of transfer during the analytical process.
- B. The vendor laboratory will submit representative worksheets like those used on forensic casework and a representative final report typically issued by the vendor laboratory for forensic casework for evaluation by ADFS.
- C. The vendor laboratory shall upon request from ADFS, return remaining portions of specimens (empty containers if contents are entirely consumed) to the toxicology Section of the ADFS submitting laboratory. This transfer must be conducted with proper chain of custody documentation.
- D. The vendor laboratory shall identify with its own accessioning nomenclature each individual specimen throughout the analytical process. Such identification shall be affixed to each specimen and recorded within laboratory documentation. The ADFS case and sub-item numbers shall be used by the vendor laboratory as additional identification for each case. Individual specimens within a case will be sub-itemized by the vendor

laboratory such that they possess a unique identifier while still bearing the parent ADFS case and sub-item numbers.

- E. The vendor laboratory shall use only validated procedures and protocols that have been approved by ADFS prior to initiation of processing of forensic casework samples. Procedures and protocols for toxicological analysis of forensic casework shall be supplied to ADFS in electronic format. ADFS also reserves the right to visit vendor laboratory facilities to view procedures, protocols, and analytical instrumentation.

IV. Data Reporting Specifications

The following are the minimum and mandatory requirements for the reporting of forensic casework by the vendor laboratory to ADFS and the state of Alabama.

- A. The vendor laboratory shall issue a clear, concise and complete “court-ready” case report. This report shall include the name, address and contact information of the vendor laboratory as well as the name and signature of the reporting scientist. The vendor laboratory shall submit a sample report typical of that utilized for forensic casework as part of the RFP for evaluation by ADFS.
- B. The vendor laboratory shall include the ADFS case number on every page of its case report. The vendor shall also include on the first page of the case report the name of the subject and the dates the evidence was received and findings were reported.
- C. The vendor laboratory shall clearly identify in its case report the individual specimen(s) for which analytical findings were derived. This identification shall be by the ADFS-assigned sub-item number. If multiple specimens are pooled for analyses, such pooled sub-items shall be identified in the case report (e.g. Items 1A-1B, etc.).
- D. The vendor laboratory shall identify in its case report the analytical procedure(s) used to reach all conclusions.

***Request For Bid , Outsourced Forensic Toxicological Analyses
Appendix A***

Amphetamine class
Barbiturate class
Benzodiazepine class
Cannabinoids
Cocaine/metabolite(s)
Methadone
Opiate class
Phencyclidine
Propoxyphene

1,1-Difluoroethane
Acebutolol
Acetaldehyde
Acetaminophen (S/T)
Acetone
Alcohol (EZA)
Allobarbitol
Alphenal
Amantadine
Amlodipine
Amoxapine
Amphetamines
Antidepressants
Aprinidine
Aripiprazole
Atomoxetine
Azatadine
Barbital
Barbiturates (ELISA)
Benzodiazepines
Benzonatate
Benztropine
Bromdiphenhydramine
Brompheniramine
Buprenorphine
Buspirone
Butarbarbital
Butorphenol
Cannabinoids
Carbamate pesticides
Carbinoxamine
Carboxyhemoglobin
Carisoprodol
Chlorcyclizine
Chlorpheniramine
Chlorpromazine
Chlorzoxazone
Citalopram / Escitalopram
Clomipramine
Clonidine
Cocaethylene
Cocaine (ELISA)
Codeine
Cyanide
Cyclobenzaprine
Desipramine
Desmethylsertraline
Dextrophan

6-Monoacetylmorphine
Acepromazine
Acetaminophen
Acetohexamide
Albuterol
Alfentanyl
Alphaprodine
Alprazolam
Amitriptyline
Amobarbital
Amphetamine
Amphetamines (ELISA)
Antihistamines
Aprobarbital
Arsenic
Atropine
Baclofen
Barbiturates
Benzocaine
Benzodiazepines (ELISA)
Benzphetamine
Biperiden
Bromocriptine
Bupivacaine
Bupropion
Butalbital
Butorphanol
Caffeine
Cannabinoids (ELISA)
Carbamazepine
Carbon monoxide
Carbromal
Chloral hydrate
Chlordiazepoxide
Chlorphentermine
Chlorpropamide
Citalopram
Clobazam
Clonazepam
Clozapine
Cocaine
Cocaine and metabolite(s)
Cotinine
Cyclizine
Cyproheptadine
Desmethyldoxepin
Dextromethorphan
Diacetylmorphine (Heroin)

Diazepam	Dicyclomine
Diethylpropion	Diffluoroethane
Digoxin	Dihydrocodeine
Diltiazem	Dimethyltryptamine
Diphenhydramine	Diphenoxylate
Disopyramide	Donepezil
Doxepin	Doxylamine
Droperidol	Duloxetine
EDDP	Electrolytes
EMDP	Encainide
Ephedrine	Estazolam
Ethchlorvynol (S/T)	Ethinamate
Ethosuximide	Ethotoin
Ethylene glycol	Ethylmorphine
Etomidate	Fenfluramine
Fentanyl	Flecainide
Flunitrazepam	Fluoxetine
Fluphenazine	Flurazepam
Fluvoxamine	Freon 152
Freon R11	Gabapentin
GHB	Glucose
Glutethemide	Glyburide
Guaifenesin	Halazepam
Hallucinogens	Haloperidol
Heavy metals	Heavy metals, hair
Hexobarbital	Hydrocodone
Hydromorphone	Hydroxychloroquine
Hydroxyethylflurazepam	Hydroxyzine
Ibuprofen	Iminostilbene
Imipramine	Isopropanol
Ketamine	Lamotrigine
Lead	Levetiracetam
Levorphanol	Lidocaine
Lithium	Loratadine
Lorazepam	Loxapine
LSD	Maprotiline
MDA	MDEA
MDMA	Meclizine
MEGX	Meperidine
Mephentermine	Mephenytoin
Mephobarbital	Mepivacaine
Meprobamate	Mescaline
Mesoridazine	Metaxalone
Methadone	Methadone (ELISA)
Methadone, forensic	Methadone, GC/MS
Methamphetamine	Methamphetamine, dl
Methaprylon	Methapyrilene
Methaqualone	Metharbital

Methdilazine	Methocarbamol
Methohexital	Methorphan
Methotrimeprazine	Methsuximide
Methylecgonine	Methylphenidate
Methypylon	Metoclopramide
Metoprolol	Mexilitine
Mianserin	Midazolam
Mirtazapine	Mirtazepine
Modafinil	Molindone
Morphine	Morphine (free)
Morphine (free/total)	Nabumetone
N-acetylprocainamide	Nalbuphine
Naloxone	Naltrexone
Naproxen	N-Desmethyl-Flunitrazepam
Nefazodone	Nevirapine
Nicotine	Nifedipine
Nitrous oxide	Nomefensine
Norclomipramine	Norclozapine
Norcyclobenzaprine	Nordiazepam
Norfentanyl	Norfluoxetine
Normeperidine	Normethsuximide
Norpropoxyphene	Nortriptyline
Nylidren	O-Desmethyl-Venlafaxine
Olanzapine	Olanzapine
Opiates	Opiates (ELISA)
Opiates, forensic	Orphenadrine
Oxazepam	Oxcarbazepine
Oxycodone	Paliperidone
Papaverine	Paroxetine
PCM (1-[1-Phenylcyclohexyl] Morpholine)	PCP (ELISA)
PEMA	Pemoline
Pentazocine	Pentobarbital
Pentylentetrazole	Perphenazine
Phenacetin	Phencyclidine
Phendimetrazine	Pheniramine
Phenmetrazine	Phenobarbital
Phensuximide	Phentermine
Phenyltoloxamine	Phenytoin
PPA	Prazepam
Pregabalin	Prilocaine
Primidone	Procainamide
Procaine	Prochloroperazine
Procyclidine	Promazine
Promethazine	Propofol
Propoxyphene	Propoxyphene (ELISA)
Propranolol	Protriptyline
Pseudo/ephedrine differentiation	Pseudoephedrine
Psilocybin	Pyrimilamine

Request For Bid, Outsourced Forensic Toxicological Analyses
Appendix B

Quetiapine	Quinidine
Quinine	Quinine / Quinidine
Reserpine	Risperidone
Robivacaine	Ropivacaine
Salicylates	Salicylates (S/T)
Salicylic acid	Scopolamine
Secobarbital	Sertraline
Sildenafil	Sotalol
STP (2,5,-Dimethoxy-4-Methylamphetamine)	Strychnine
Sufentanil	Sufentanyl
Sympathomimetic amines	Talbutal
Tamoxifen	Temazepam
TCM (1-[1-(2-Thienyl)-Cyclohexyl] Morpholine)	
TCPY (1-[1-(2-Thienyl)-Cyclohexyl]-Piperidine)	
Tetrahydrozoline	Theobromine
Theophylline	Thiamylal
Thiethylperazine	Thiocyanate
Thiopental	Thioridazine
Thiosulfate	Thiothixene
Ticlopidine	Tiletamine
Tizanidine	Tocainide
Toluene	Topiramate
Tramadol	Tranlycypromine
Trazodone	Triazolam
Trifluoperazine	Triflupromazine
Trihexyphenidyl	Trimethobenzamide
Trimethoprim	Trimipramine
Tripelennamine	Tripolidine
Valproic acid	Venlafaxine
Verapamil	Warfarin
Zaleplon	Ziprasidone
Zolazepam	Zolpidem
Zonisamide	Zopicline / Eszopiclone
Zotepine	